

Job Title	Administrator – R&D
Purpose	Support the R&D team by managing documents, databases, Apps and processes and ensuring all data and information is kept up-to-date.
Key Responsibilities	<ul style="list-style-type: none"> • Updating and management of PowerApp on a daily basis • Gathering information, managing and updating databases • Updating and management of technical datasheets • Submitting declarations for regulatory authorities • Auditing and ordering of laboratory supplies • Assisting with the sourcing of products • General document management (updating, tagging, filing) • Providing holiday cover for colleagues in similar roles
Department	Research & Development
Profile	<ul style="list-style-type: none"> • Highly organised with excellent attention to detail • The ability to multi-task and work with multiple stakeholders • A self-starter who can build and develop relationships • An ability to manage a wide variety of data/information/processes and make recommendations for continuous improvement • Strong IT skills and must be comfortable working with Apps, databases and updating Company website • Scientific background desirable • Fluency in a second language an advantage
Location	Dublin
About Life Scientific	<p>Specialising in the development and registration of plant protection products, Life Scientific Ltd is located its purpose built facility in Belfield Office park located adjacent to the UCD campus in Dublin.</p> <p>Our goal is to be the most successful agrochemical innovator ever. Everything we do supports this goal, scientifically and commercially. Our company culture is based on shared leadership and coupling responsibility to expertise; creating a flexible, collaborative environment for a uniquely rewarding and enjoyable work experience.</p>

	<p>Life Scientific's competitive advantage is based on being first to market. The laboratory and regulatory teams work seamlessly together to ensure the best possible outcomes in the shortest possible timeframes. Our Supply Chain team manage a virtual, global supply chain, sourcing active ingredients from China and outsourcing manufacturing to toll manufacturing partners in Europe.</p> <p>Our products are quality assured by our Quality team and sold through exclusive relationships with distributors in key chosen markets.</p> <p>Together with our partner InVivo, France's largest co-op (€5.2 billion global sales; 5,300 employees worldwide), we are expanding our R&D pipeline to support our global growth.</p>
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Life Scientific is an Equal Opportunities Employer